

**Tempe Fire Department Policies and Procedures**  
**Station Security**  
**601.01**  
**Rev 8-2-95**

**PURPOSE**

To provide guidelines to ensure and emphasize an alert attitude concerning fire station security.

**PROCEDURE**

It is incumbent upon all department members to make security a priority at all times.

It shall be the responsibility of all company officers to maintain, or cause to be maintained, all reasonable security measures throughout the shift.

Examples:

- Secure all doors prior to leaving the station (emergency calls, company training, occupancy inspections, etc.).
- Secure all doors and windows by 2300 hours.

Suggestions:

- Change-out batteries in overhead door remote control devices at least quarterly.
- Check on exterior lighting operation weekly.

Additionally, each fire station is equipped with a security key pad door lock. The combination to these locks shall be changed periodically through Support Services. Notification (at least two weeks) prior to the change shall be made to all personnel by E-mail or other appropriate means.